



# CUSTODIAN

## MULTI-DEPARTMENTAL OPEN EXAMINATION CALIFORNIA STATE GOVERNMENT

FINAL FILING DATE: JUNE 14, 2007



OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

PARTICIPATING DEPARTMENTS	DEPARTMENT OF TRANSPORTATION EMPLOYMENT DEVELOPMENT DEPARTMENT
POSITIONS EXIST	STATEWIDE  Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL <b>NOT</b> BE ACCEPTED. Applications postmarked AFTER THE FINAL FILING DATE and personally delivered or received via interoffice mail AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL <b>NOT</b> BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE <b>MUST</b> BE INDICATED ON THE APPLICATION.
HOW TO APPLY	SUBMIT EXAMINATION APPLICATIONS (STD. 678) DIRECTLY TO:  FILE BY MAIL: DEPARTMENT OF TRANSPORTATION EXAM SERVICES (MS 86) P.O. BOX 168036 SACRAMENTO, CA 95816-8036  FILE IN PERSON: DEPARTMENT OF TRANSPORTATION 1727 30 <sup>TH</sup> STREET, 1 <sup>ST</sup> FLOOR SACRAMENTO, CA 95816 (916) 227-4788  DO <b>NOT</b> SEND APPLICATIONS TO THE STATE PERSONNEL BOARD, EDD OR CALTRANS DISTRICT OFFICES. Applications may be obtained at the State Personnel Board, any Employment Development Department office, Department of Transportation district office, or at <a href="http://www.dot.ca.gov/hq/jobs">www.dot.ca.gov/hq/jobs</a> on the Internet.
REASONABLE ACCOMMODATION	If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 498-7857.
SALARY RANGE	\$2,029 - \$2,465 per month
EXAMINATION DATES	FINAL FILING DATE: June, 14, 2007 WRITTEN TEST DATE: Saturday, September 8, 2007
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<b>NOTE:</b> All applicants must meet the experience requirements for this examination by the written test date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.  <b>NOTE:</b> All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. <b>Applications/resumes received without this information will be rejected.</b>  Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.
MINIMUM QUALIFICATIONS	<b>Either I</b>  Six months of experience in the California state service performing the duties of a Service Assistant (Custodian). (Promotional candidates who have completed four months of the required experience will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)  <b>Or II</b>  Six months of experience as a Custodian.
SPECIAL PERSONAL CHARACTERISTICS	Willingness to work at night.
POSITION DESCRIPTION	Under supervision, to perform custodial duties in keeping an assigned office, building, or area clean and orderly; and to do other related work.
EXAMINATION INFORMATION	This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.  Candidates who do not appear on the date and time for their scheduled written test will be disqualified from the examination process. Rescheduled testing times will not be allowed.
SCOPE	<b>A. Knowledge of:</b> 1. Methods, materials, chemicals, disinfectants, and equipment used in custodian work. 2. Safety practices in custodian work.  <b>B. Ability to:</b> 1. Use and care for custodian equipment and supplies. 2. Follow directions. 3. Communicate effectively at a level appropriate to the classification.

### SEE PAGE 2 FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

ELIGIBLE LIST INFORMATION	An open multi-departmental eligible list will be established for the use of the two departments listed on the front page. Eligible persons on the list may receive employment inquiries from any of these departments. Eligibility expires 12 months after it is established unless the needs of the services and conditions of the list warrant a change in this period.
CAREER CREDITS	This is an open examination. Career Credits do not apply for this exam. (Please refer to the <i>General Information</i> portion of this examination bulletin for additional information regarding Career Credits.)
VETERANS PREFERENCE POINTS	Veterans preference points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have applied for, these points. Due to changes in the law, which were effective January 1, 1996, <b>VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE POINTS.</b>

GENERAL INFORMATION

**It is the candidate's responsibility** to contact the Caltrans Office of Examination Services in Sacramento, at (916) 227-4788; three business days prior to the written test date if he/she has not received his/her notice.

**Applications are available** at the State Personnel Board, any Employment Development Department office, Department of Transportation district office or at [www.dot.ca.gov/hq/jobs](http://www.dot.ca.gov/hq/jobs) on the Internet.

**If you meet the requirements**, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

**The Department of Transportation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Career Credits:** Career Credits do not apply for this exam. Career Credits are granted only in Open, Non-promotional examinations, as follows: 1) state employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA.)

**Veterans Preference:** California law allows granting of Veterans Preference points in open entrance examinations and open, non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open, non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veterans preference application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 / Calnet 498-7858 or TTY (916) 227-7857 / Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*